



**POSITION VACANCY NOTICE**  
**City of Ketchikan**

Date: May 27, 2026

<b>TITLE: DEPUTY CITY CLERK/RECORDS MANAGER</b>			
<b>DEPARTMENT:</b>	City Clerk	<b>DIVISION:</b>	City Clerk
<b>STATUS:</b>	Regular Full-time	<b>HOURS/DAYS:</b>	Monday – Friday 8:00 am – 5:00 pm With evening meetings
<b>GRADE / STEP:</b>	861 / A – S	<b>DUTIES:</b>	See attached job description
<b>HOURLY:</b>	\$36.12 - \$47.22/hr DOQ	<b>UNION STATUS:</b>	NO

**SPECIAL REQUIREMENTS:**

Equivalent to completion of the twelfth grade. Supplemental specialized or college level course work in business administration, office management, secretarial science, or a related field is highly desirable.

Four years of increasingly responsible office administrative and secretarial experience. Experience in a municipal government is highly desirable.

Possession of or ability to obtain Notary Public certification within six months of date of hire.

Certified Municipal Clerk or Master of Municipal Clerk designation is highly desirable.

**ADVERTISING REQUIREMENTS**

**Position is open until filled**

**PUBLICATIONS:** Ketchikan Daily News; Job Service; City Website; NTCA.org; alaskatel.org

**APPLICANT PROCESSING INSTRUCTIONS**

**For application and complete job description contact:**  
The City of Ketchikan, 334 Front Street, (907) 228-5631 or online at:  
<https://www.ketchikan.gov/jobs>

**CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER**

## DEPUTY CITY CLERK/RECORDS MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general administrative direction, performs highly responsible and complex professional administrative work while assisting the City Clerk in managing and coordinating the functions, programs and operations of the City Clerk's Office including compilation and distribution of City Council packets, attending City Council meetings and taking minutes of meetings, elections, serving as liaison to the City Council; manages, plans, supervises and coordinates the records management program for all departments and divisions of the City of Ketchikan; and acts in an official capacity on behalf of the City Clerk in his/her absence.

The goal of the City of Ketchikan government is to provide quality municipal services as efficiently and effectively as possible within guidelines established by federal and state law, the Charter of the City of Ketchikan, the Ketchikan Municipal Code, and the citizens of Ketchikan as represented by City Council. The office of the City Clerk provides for the coordination of and records the activities of the City Council and maintains all official municipal records and documents. The Deputy City Clerk assumes responsibility for many office activities and services, ensuring implementation of City Council policies and direction. The Deputy City Clerk must perform these duties in a manner that reflects positively on the city and the Department. He/she is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the office.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Prepares City Council agendas and packets; prepares agenda based on information provided by the City Manager's office, Mayor or Council members; compiles and distributes electronic and hard copies of agendas and packets; advertises City Council meetings in accordance with state and local laws; sets-up and takes down City Council Chambers for meetings; attend regular, special, budget meetings work sessions and manages the livestream for those meetings, produces minutes and preserves the record of actions taken by the City Council in the City Clerk's absence.
2. Proofreads City Council meeting minutes after transcription by the City Clerk; distributes minutes electronically; prepares minutes for signature after City Council meetings; inserts minutes into official minute books as a permanent record.
3. Assists in the recording and publishing of all official activities of the City Council; maintains associated records including those pertaining to resolutions, ordinances, and contracts; issues contract, ordinance, and resolution numbers; maintains records of number issued; prepares ordinances and resolutions for signature; posts ordinances according to municipal law; files documents for permanent retention; files contracts, agreements, property files, insurance certificates, and related items.
4. Manages, plans, supervises and coordinates the City's records management program including developing and implementing policies and procedures and providing support and training to

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employees about records management practices, policies, and procedures; uses the records management software, imaging equipment, and/or other equipment and software to establish indexes, databases, and electronic records storage; audits records management compliance in all city divisions; creates and provides training to division designees in the correct use of the records management software, the retention schedule, and other records management policies and procedures; oversees the records retention schedule; and other records management policies and procedures; prepares reports; provides the Records Advisory Committee with a list of records scheduled for destruction and oversees the document destruction process; ensures compliance with applicable federal, state, and local laws, regulations, codes, and/or standards.

5. Participates in the maintenance of the Ketchikan Municipal Codes; processes hard copies for preservation in the City Clerk's Office; publishes or posts ordinances as required by Charter; distributes copies to outside agencies as appropriate.
6. Assists in the conduct of municipal and state elections including advertising, identifying polling places, ensuring election equipment is prepared to accept ballots, writing resolutions for Council consideration of precinct workers and Canvass Board appointment; assists the public in the voting process including absentee voting; prepares election materials and equipment for local and state elections; coordinates personnel for election boards; serves as registrar for the State of Alaska Division of Elections.
7. Interacts extensively with the public, staff, municipal and state officials, and elected officials to provide general information as requested; serves as mayoral contact for the public; provides the general public with information and assistance on City programs and activities and the services of the City Clerk's office.
8. Schedules bid openings; receives and opens hard copy and electronically submitted bids.
9. Schedules City Council Chambers and conference room; maintains and posts schedule.
10. Participates in the operation of the City's cemetery; preparing and maintaining cemetery records and acting as liaison with cemetery clients; coordinates with cemetery sexton.
11. Serves as administrator for the City website; updates the City Clerk's web pages as appropriate and assists other employees in the maintenance of their department's web pages; coordinates with the City Clerk and the Executive Assistant to the City Manager relative to contact made by the public through the City's website.
12. Issues Public Vehicle Permits; issues itinerant merchant license.
13. Coordinates the processing, renewal and transfer of liquor and marijuana licenses with the Alcohol and Marijuana Control Office, Borough Revenue Department and the City's Police, Fire and Building Departments compiles responses and provides responses to the City Clerk for inclusion in the Council packet.
14. Serves as a Notary Public; notarizes City Manager, City Clerk, and other staff's signatures on contracts and agreements; serves as Notary Public for the general public.
15. Coordinates, makes, processes, and confirms staff and Council travel arrangements; registers elected officials and the City Clerk for conferences; arranges for transportation and accommodations for travel.

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16. Responsible for the administration of the office in the absence of the City Clerk.
17. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operational characteristics, services, and activities of the functions, programs, and operations of a City Clerk's Office.
- Basic functions of public agencies including the role of an elected Council and appointed boards and commissions.
- Organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.
- Modern principles, practices, and techniques of municipal records management and elections.
- Office procedures, methods, and equipment including computers.
- Computer applications such as word processing, spreadsheets, and databases.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Principles and practices of sound business communication.
- Principles of business letter writing and report preparation.
- Pertinent federal, state, and local laws, codes, and regulations including the Elections Code, Notary laws, and code requirements for posting ordinances.
- Work organization principles and practices.
- English usage, spelling, grammar, and punctuation.
- Customer service and public relations methods and techniques.
- Methods and techniques of proper phone etiquette.

**Ability to:**

- Perform a full range of varied complex, sensitive, highly responsible, and confidential office administrative, secretarial, advanced clerical, and routine programmatic support functions of a general or specialized nature in support of the City Clerk's Office with only occasional instruction or assistance.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures.
- Interpret and apply applicable federal, state, and local laws, codes, and regulations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Learn and effectively utilize various software applications.
- Learn and apply new information and skills.
- Type or enter data at a speed necessary for successful job performance.
- Participate in researching, compiling, analyzing, and interpreting data.
- Prepare clear, accurate and concise records and reports.
- Establish, organize, and maintain a variety of specialized files and records.
- Independently prepare correspondence and memoranda.
- Perform mathematical calculations.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Plan and organize work to meet changing priorities and deadlines.

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Understand and carry out oral and written directions.  
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.  
Exercise good judgment and maintain confidentiality relative to critical and sensitive information, records, and reports.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to completion of the twelfth grade. Supplemental specialized or college level course work in business administration, office management, secretarial science, or a related field is highly desirable.

**Experience:**

Four years of increasingly responsible office administrative and secretarial experience. Experience in a municipal government is highly desirable.

**License or Certificate:**

Possession of or ability to obtain Notary Public certification within six months of date of hire.  
Certified Municipal Clerk or Master of Municipal Clerk designation is highly desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting; occasionally required to work extended and evening hours. Regular opportunity and requirements to interact with municipal officials, governmental agencies at all levels, other municipal clerks, Alaska Division of Elections and the general public.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

Grade: 8-61  
Union: No  
FLSA: Non-Exempt  
Date Approved: April 1, 1990

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Date Amended: November 17, 2006

Date Amended: June 2007 (*Johnson & Associates*)

Date Amended: April 2013 (*Ralph Andersen & Associates*)

Date Amended: November 2018 (Ralph Andersen & Associates)

Date Reviewed: August 2019

Date Amended: October 2022

Date Amended: March 2026

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Human Resources Manager Approval

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City Manager Approval